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## DDES strives for LEED-EB silver certification on Black River building



DDES offices at 900 Oakesdale Avenue SW in Renton

DDES has set out to attain LEED certification for its ongoing operations at the Black River headquarters at 900 Oakesdale Ave. S.W. in Renton. The 74,280 square-foot building, with over 300 King County employees, is also home to a Department of Assessments field office and Community Environmental Health.

Over the next six to eight months, a team of stakeholders, led by John McCarthy and Denise Thompson from King County's

Facilities Management Division and Joe Miles and Ed Hart from DDES, will spearhead improvements in building maintenance policies and procedures. The objective is to cut operating costs and provide a more comfortable and healthful indoor environment for employees and visitors, while reducing the overall environmental impact of the building.

The LEED®-Existing Building Operations & Maintenance (EBOM) rating system, developed by the United States Green Building Council (USGBC), sets the standard we are using to quantify the various sustainability measures that will be undertaken in the categories of Sustainable Sites, Water Efficiency, Energy and Atmosphere, Materials and Resources, and Indoor Environmental Quality. Two local consulting firms, TSE Architecture Engineering Planning in Woodinville and the Blackbird Division of Rushing in Seattle, are assisting with planning and implementation.

While commenting on the importance of the project to DDES, Deputy Director Joe Miles said it would not only benefit the county environmentally, but also economically: "LEED certification for the DDES/Black River building is an example where 'green equals green'; in other words, doing the right thing environmentally will also save DDES money in the form of reduced energy costs."

Improvements in energy performance are already being realized at 900 Oakesdale Ave. S.W. with our recent move to a four-day workweek schedule. The building's energy performance rating provided by Portfolio Manager, a joint program of the U.S. EPA and Department of Energy, has risen three points since December to its current level of 85. (This rating indicates that the building performs better than 85 percent of all similar buildings nationwide.) DDES was notified in early June that the building has earned the prestigious Energy Star rating, which is the first step in the LEED certification process.

The reduction in the workweek also led to a reduction in conventional commuting trips. The goal is to achieve an additional five percent trip reduction beyond that already achieved with the four-day workweek. To help meet this goal, King County

## Ordinance extends approval period for permits and land use actions

An ordinance extending the active time frames for permits and land use approvals was approved by the King County Council on Monday, May 11, 2009, and went into effect on May 24, 2009.

The ordinance allows additional time for applicants to obtain final approval of preliminary plats and short plats, and authorizes an additional extension for building permits and a one-year extension for conditional use permits and reasonable use, variance, and alteration exception approvals.

The ordinance requires the applicant to request the extension in writing and the applicant must agree to additional fees that may result from the extension.

### Building permits

Until December 31, 2011, the building official may grant a third extension for building permits where substantial work has not commenced, if:

1. The applicant makes a written request to the building official for an extension of the building permit.
2. The applicant pays applicable permit extension fees.
3. There are no substantial changes in the approved plans or specifications.

To apply for a third extension on a building permit, address your written request to:

Bernard Moore, Building Inspections Supervisor  
King County DDES  
900 Oakesdale Avenue SW  
Renton, WA 98057

or e-mail your request to [bernard.moore@kingcounty.gov](mailto:bernard.moore@kingcounty.gov).

### Plats and short plats

Preliminary subdivision or short subdivision approval, normally valid for 60 months, is now valid for 84 months (seven years) if:

1. The preliminary approval was issued on or after December 1, 2003.
2. The applicant
  - makes a written request to the department to extend the period of validity
  - is current on all invoices for work performed by the department on the subdivision review
  - agrees in writing that the department may make revisions to the fee estimate.

This provision applies retroactively to any plat or short plat that has received preliminary approval on or after December 1, 2003, even if the initial 60 month time period has already elapsed.

To request an extension of the deadline for preliminary approval for a plat or short plat, address your written request to:

Ray Florent, Engineering Services  
King County DDES  
900 Oakesdale Avenue SW  
Renton, WA 98057

or e-mail: [ray.florent@kingcounty.gov](mailto:ray.florent@kingcounty.gov).

Note: There is an even longer extension for subdivisions located in the Greenbridge Pilot Project area. These are valid for nine years (108 months).

### Conditional use, variance, reasonable use, and alteration exception

If the applicant makes a written request to the department before the expiration of a permit for a [conditional use, variance, alteration exception or reasonable use exception](#), the department may extend the period of the permit for one year if:

1. Regulations governing the approval of the land use decision have not changed.
2. Site conditions have not significantly changed in a manner that would have affected the original permit approval.
3. The applicant pays applicable permit extension fees.

To request an extension of the deadline for a conditional use permit, variance, alteration exception, or reasonable use exception, address your written request to:

Steve Bottheim, Current Planning Supervisor  
King County DDES  
900 Oakesdale Avenue SW  
Renton, WA 98057

or e-mail: [steve.bottheim@kingcounty.gov](mailto:steve.bottheim@kingcounty.gov).

### Financial guarantee/performance compliance deadlines

Extensions for performance guarantee compliance timelines can be granted in the following circumstances:

1. Plats and short plats that received final recording after January 1, 2007.
2. Right-of-way permits issued after January 1, 2008.
3. Building permits that received temporary occupancy after July 1, 2008.

Performance guarantees shall require actual construction and installation of required improvements within:

1. Four years after recording for final subdivision or short subdivision.
2. Two years after right-of-way permit issuance.
3. One year after temporary building occupancy issued for a building permit.

## New DDES Web feature offers real-time permit tracking and status reports

DDES customers now have a fast, easy way to check the progress of their permit application with a new feature on the DDES Web site. Permit customers can see the individual review stations for any permit application, as well as the assigned DDES review staff and related staff comments.

The new Web service, called *Permit at a Glance*, presents data in real time so DDES customers can easily see where their permit is in the review process. Permit at a Glance can also be used to look up permits if you have a parcel number.

"Besides saving time, the two big benefits of this new tool are that it improves access and transparency for custom-

ers," said DDES Director Stephanie Warden. "We strive to make the DDES permit process as easy as possible, and I am very pleased to offer this new customer service tool."

Using the new tool is easy. Go to the online permit search at <http://info.kingcounty.gov/property/permits/PermitGlance>, which can be accessed from the DDES Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits) by selecting the "Online permit search" link in the right sidebar. After accepting the disclaimer, simply enter any valid DDES permit number to get the real-time status report.

**For more information, please contact Paula Adams, Public Information and Records Officer, at 206-296-6682.**

### Example of the detailed permit information now available online with Permit at a Glance

#### Permit routing

Lists DDES review stations and permit status in each station

| TITLE                     | CLOCK DAYS | CLOCK STATUS | CLOCK TARGET | TYPE     | SUBTYPE | STATUS  |
|---------------------------|------------|--------------|--------------|----------|---------|---------|
| KING COUNTY WATER DIST 90 | 69         | APPROVED     | 120          | ADDIMPRV | MF/COMM | FINALED |

#### Intake

| STATION       | CODE | ITEM      | STATUS   | ASSIGNED TO       | DATE IN   | DATE ASSIGNED | DATE STARTED | DATE OUT |
|---------------|------|-----------|----------|-------------------|-----------|---------------|--------------|----------|
| Permit Center | PCEN | All Plans | FINISHED | Scheffer, Rebecca | 2/13/2003 | 3/5/2003      | 3/5/2003     | 3/5/2003 |

#### Review

| STATION               | CODE | ITEM           | STATUS   | ASSIGNED TO     | DATE IN   | DATE ASSIGNED | DATE STARTED | DATE OUT  |
|-----------------------|------|----------------|----------|-----------------|-----------|---------------|--------------|-----------|
| Commercial Router     | CRTR | All Plans      | FINISHED | Pham, Maihoa    | 3/5/2003  | 3/6/2003      | 3/6/2003     | 3/6/2003  |
| Technical Screening   | TSC  | All Plans      | FINISHED | 0311            | 3/6/2003  |               | 3/11/2003    | 3/18/2003 |
| Comm Traffic Engine   | CTRF | Dev. Plan 5    | FINISHED | Callan, Cindy   | 3/11/2003 | 3/11/2003     | 3/11/2003    | 3/11/2003 |
| Comm Site Review      | CSIT | Bldg Plans 1-3 | FINISHED | Hopkins, Nancy  | 3/11/2003 | 3/11/2003     | 3/11/2003    | 3/11/2003 |
| Comm Wetland          | CWET | Bldg Plans 3   | FINISHED | Kerschke, Bill  | 3/11/2003 | 3/11/2003     | 3/11/2003    | 3/11/2003 |
| Commercial Geotech    | CGEO | Bldg Plans 3   | FINISHED | Hurley, Todd    | 3/11/2003 | 3/11/2003     | 3/11/2003    | 3/11/2003 |
| Plans Exam-Structural | PES  | Bldg Plans 1-3 | FINISHED | STRC            | 3/18/2003 |               | 4/17/2003    | 4/17/2003 |
| Plans Exam-Structural | PES  | Bldg Plans 1-3 | FINISHED | Chow, Hou-Ching | 4/17/2003 | 4/17/2003     | 4/17/2003    | 4/21/2003 |
| Comm Engineering      | CENG | Dev.Plans 2-4  | FINISHED | Olinares, Elena | 3/18/2003 | 4/24/2003     | 4/24/2003    | 4/24/2003 |
| Comm Engineering      | CENG | Dev.Plans 2-4  | FINISHED | Olinares, Elena | 4/24/2003 | 4/24/2003     | 4/24/2003    | 4/24/2003 |

**Note to customers: Please test the DDES Web site at**  
[www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)

DDES has posted a user's survey, as well as a more detailed usability test, to our Web site in order to solicit customer feedback on the organization and structure of our Web site.

Please take just a few minutes to complete either or both. We want to ensure that our site is as customer friendly and

helpful as possible. From the DDES home page at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits), simply look under [Spotlight](#) on the right-hand side.

**If you would like to speak directly to someone at DDES about our Web site, please call Paula Adams, Public Information and Records Officer, at 206-296-6682.**



## DDES welcomes new Rural Permit Coordinator



DDES Rural Permit Coordinator Fereshteh Dehkordi

DDES is pleased to announce that Ms. Fereshteh Dehkordi has moved into the position of Rural Permit Coordinator.

This DDES position is dedicated exclusively to assisting the rural and agricultural communities during the permit process and was first established at DDES in 2007.

The mission of the DDES Rural Permit Coordinator is to deliver timely service from the DDES Permit Center, and facilitate clear communication between the department and the permit applicant, ensuring that the applicant is prepared for the permit process.

Fereshteh has worked as a planner and project manager at DDES for 20 years. She is very familiar with both the permit process and the steps prospective applicants can take to make that process as efficient and smooth as possible.

Working directly with rural property owners, Fereshteh helps them access and navigate the DDES permitting process in an efficient and compassionate way, while still ensuring that building and land use codes are met.

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## Permitting initiatives to assist agriculture in King County

DDES recognizes the value of sustainable agriculture in King County. We have, therefore, forged multiple partnerships with the King County Department of Natural Resources and Parks, Office of Business Relations and Economic Development, Department of Health – Seattle and King County, and the King Conservation District.

Through these partnerships, DDES has developed strategies to assist property owners within the Agricultural district and the designated Rural Areas with the unique challenges that permitting agricultural projects can present.

The following steps have enabled DDES to streamline the review and approval process for agriculture-related permits, while continuing to adhere to the requirements of code for the safety and welfare of citizens:

- A Farm Pad Ordinance was passed in 2007 that allows more flexibility in placing farm pads within flood hazards and critical areas.

Property owners are assisted by DDES Critical Area Review staff to identify the best locations for the pads, and a streamlined process was set up to expedite review of farm pad applications so pads can be constructed prior to flood season. To date, approximately ten property owners have either inquired or initiated the permit process for farm pads.

- 50 percent permit fee reduction for agricultural buildings located in the Agricultural Production District (APD) and in RA zones with an approved farm plan.
- Flexibility on critical area setbacks with an approved farm management plan or rural stewardship plan.



DDES values sustainable agriculture in King County

- DDES has a full-time Rural Permit Coordinator to help applicants obtain required permits.
- Free (7 - 9:30 a.m., Monday - Thursday) walk-in customer service and technical assistance from the DDES Permit Center.
- A Critical Areas Hotline, 206-296-6600, for responding to critical area questions and concerns.
- Free pre-application meetings for building and grading permits within APDs, RA-5, and RA-10 zones with an approved farm plan or rural stewardship plan.
- Close collaboration with King Conservation District staff to assist property owners in preparing their farm or rural stewardship plans.
- Expediting building permit review for property owners qualified under the FEMA grant to elevate their houses.

**For more information on the DDES permitting process as it relates to agricultural permits, please contact DDES Rural Permit Coordinator Fereshteh Dehkordi at 206-296-7173.**

## DDES procedures for weekend inspection requests

Late in 2008, the Department of Development and Environmental Services changed its normal operating hours to 7 a.m. – 5 p.m. Monday through Thursday. This change provided the same number of inspection service hours each week (40), only in four consecutive days, rather than five, due to DDES' Friday closure.

Although the level of service for normal inspections is unchanged, DDES recognizes that, on occasion, time-sensitive inspections on weekends (Friday – Sunday) may be necessary to meet the business needs of our customers.

The process steps for such instances are listed below. In some cases, additional inspection fees may apply.

- Permit customers should submit weekend inspection requests in writing (e-mail or hard copy) to the appropriate official listed as follows. DDES must receive the request no later than the preceding Wednesday.
- DDES will evaluate each request on a case-by-case basis to determine, based on the requestor's justification and available resources, when to perform the inspection.
- DDES will inform the requestor of its decision in writing (e-mail or hard copy) by the Thursday before the weekend.

### Contacts for weekend inspection requests

**Building inspection** – Bernard Moore 206-296-6762  
[bernard.moore@kingcounty.gov](mailto:bernard.moore@kingcounty.gov)

**Grading inspection** – Doug Dobkins 206-296-7087  
[doug.dobkins@kingcounty.gov](mailto:doug.dobkins@kingcounty.gov)

**Land use inspection** – Steve Townsend 206-296-7204  
[steve.townsend@kingcounty.gov](mailto:steve.townsend@kingcounty.gov)

**Fire inspection** – Gay Johnson 206-296-7075  
[gay.johnson@kingcounty.gov](mailto:gay.johnson@kingcounty.gov)



Bill Scharer of the DDES Building Inspections Section

## DDES reactivating energy conservation inspections for residential projects

DDES has re-implemented building inspections for energy conservation, ventilation, and indoor air quality (VIAQ) measures for residential projects.

This new inspection phase is being performed at no additional cost to permit applicants.

DDES is authorized to perform these inspections per the Washington State Energy Code, 2006, Chapter 51-11 WAC and the Washington State VIAQ Code, 2006, Chapter 51-13 WAC.

Home builders interested in the latest standards for VIAQ can learn more through the Washington State Extension Program at [www.energy.wsu.edu](http://www.energy.wsu.edu).

As a function of the new VIAQ inspections, DDES will monitor the following items:

- Caulking (at plates and corners)
- Insulation: walls, floors and attics (insulation certificate and insulation depth indicator ruler in attic needed at final inspection)

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## DDES inspects after hours, weekends for urgent environmental hazards

DDES staff remain on call 24 hours, 7 days per week to respond to the most serious environmental hazards.

For serious environmental violations **happening now** that may pose a threat to public safety or cause irreparable environmental damage if not responded to by the next business day, citizens can call 1-888-437-4771.

The environmental hotline is monitored 24 hours, 7 days per week in order to provide a timely initial response for violations that occur outside of regular business hours or on weekends or holidays.

Examples of calls appropriate for this number include major clearing violations or paint spills into a creek.

If our office is closed and the activity you want to report may cause significant environmental damage or create a safety concern, do not hesitate to call 1-888-437-4771 immediately.

A DDES staff person is available to receive emergency complaints around the clock and is able to be dispatched to a site quickly should an urgent need arise.

## Fee amnesty program for illegal development sunsets June 30, 2009

DDES extended the Permit Fee Amnesty program through June 30, 2009 to help property owners with illegal construction or clearing and grading activity retroactively bring their project into permit compliance without being penalized with double permit fees.

Title 27 of the King County Code authorizes DDES to double permit fees charged for correcting construction, clearing or grading activity conducted without permits in the unincorporated area.

**To be eligible for this temporary program, the unpermitted activity must have occurred prior to October 1, 2008 and a complete permit application must be filed with DDES by June 30, 2009.**

The amnesty program is aimed at protecting public health, homeowner safety and the environment by encouraging property owners to complete the county's permit process, which ensures that construction and grading activity meets acceptable standards.

In the past, other counties without similar standards and permitting programs have seen deck collapses, resulting in injury and even death due to poorly built and/or located structures.

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## DDES adopts current valuation table on July 1, 2009

Effective July 1, 2009, DDES will begin using the current building valuation table as published by the International Code Council (ICC).

The building valuation table used by DDES was last updated in 2002. DDES is authorized to use the current valuation table, which will better reflect construction costs and assess the fees based on those costs.

These tables are used in determining both building inspection and plans examination fees. This method of determining building valuation and the associated plan review and inspection fees is a recognized standard used by cities and counties both locally and nationally.

To determine plans examination and inspection fees, the valuation of the structure is calculated in accordance with the ICC valuation table and multiplied by a rate as determined by an associated fee table. The associated fee table is not changing.

Valuations are based on the occupancy classification of the building and the type of construction as defined by the International Building Code. Regional modifiers, quality of construction, and actual construction cost are not a consideration when determining building review and inspection fees.

**For more information, please contact Building Services Division Director Jim Chan at 206-296-6740.**

## DDES expands eReview to all single family home applications

DDES has reduced the cost of preparing residential permit applications by implementing an eReview process. eReview refers to acceptance, review, and approval of plan submittals electronically.

eReview started as a pilot project with registered plans in October 2006 and has now expanded to include custom, single family residential permit applications.

Electronic submission of plans is a generally accepted practice in the construction industry that saves customers hundreds of dollars in printing and storage costs and results in faster permit processing. DDES is pleased to use this technology to better serve customers and also reduce costs during this difficult economic period.

Stephanie Warden, DDES Director said, "At DDES we are continually looking for ways to bring efficiency to the permit review process in order to deliver permits faster and reduce costs for both the government and our customers. The public expects all industries to use technology in a way that

improves systems and service. Time really is money in the construction industry, so it is important for DDES to meet that expectation."

Electronic plan submittal for residential projects can now replace the requirement for submitting two paper copies of building plans.

Electronic plans need to be submitted to DDES in PDF format. (Many CAD programs have the option of saving the drawing as a PDF file.) DDES can then add comments and notes without changing the underlying drawing. Please see the DDES Web site at [www.kingcounty.gov/property/permits/FAQ/eReview.aspx](http://www.kingcounty.gov/property/permits/FAQ/eReview.aspx) for additional technical guidance.

**For more information or assistance with the DDES eReview process, please contact Chris Ricketts, Building Review Supervisor, at 206-296-6750, or Paula Adams, DDES Public Information and Records Officer, at 206-296-6682.**



## Note from the King County Fire Marshal: When do we call a burn ban?

Each year, the King County Fire Marshal Division within DDES evaluates the fire hazard in King County and determines whether a fire-safety burn ban needs to be enacted.

To help eliminate public confusion, King County works in concert with Pierce, Kitsap, Mason and Snohomish Counties, and the Washington State Department of Natural Resources.

The process used to determine a burn ban is to evaluate the moisture content in what is called the 1,000-hour fuels. These are tree branches three inches in diameter and smaller.

When their moisture content drops below 20 percent, an area begins to experience significant brush fires. This is the trigger we use to declare a Phase 1 burn ban, which means

all outside burning is banned except campfires and recreational fires in approved fire pits (see sidebar).

The Fire Marshal Division constantly evaluates the fire hazard, and when firefighting resources become overwhelmed, or fuel moisture content continuously drops, a Phase 2, complete burn ban is declared.

Typically, the King County fire hazard level becomes critical each year around the second week in July. Sustained dry weather this year could lead to an earlier burn ban.

Property owners can monitor the annual burn ban status at [www.kingcounty.gov/fire](http://www.kingcounty.gov/fire), which can be accessed from the DDES Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits) by simply clicking on Fire Safety.

**For more information about whether or not we have called a burn ban, visit**

[www.kingcounty.gov/property/FireMarshal/BurnBanInfo.aspx](http://www.kingcounty.gov/property/FireMarshal/BurnBanInfo.aspx) or call King County Fire Marshal John Klopfenstein at 206-296-7071.

### Requirements for an approved fire pit

- A metal or concrete fire pit, such as those typically found in designated campgrounds.
- No larger than three feet across.
- Is located in a clear spot free from any vegetation for at least 10 feet in a horizontal direction, including a 20-foot vertical clearance from overhanging branches.
- Is attended at all times by an alert individual with immediate access to a shovel and either five gallons of water or a connected and charged water hose.

## DDES staff serving our local community through Adopt-A-Road program



DDES employees and Adopt-A-Road volunteers Tammy Kilgore, Fred White, Stacy Graves, and Laura McCollum Wallace.

Since the spring of 2007, many DDES staff have worked together through the Adopt-A-Road Program in order to clean a portion of the roadway in the Renton area. Our dedicated staff meet each spring and fall to pick up gar-

bage and litter along Monster Road in Renton as it jogs across MLK Jr. Way and ends at Renton Ave. South.

Four of our dedicated staff even worked this past Memorial Day weekend in order to honor the DDES commitment to keep this portion of the roadway clean. Special thanks goes out to Fred White, Stacy Graves and son, Shane; Laura McCollum Wallace and Tammy Kilgore.

Many other DDES employees (and their family members) have worked on this section of roadway during the past two years: Mike Dykeman, Nancy Hopkins and children Brianne and Olivia; Ruby Herron and son James; Becky Scheffer and daughter, Sami; Cathy Ortiz; Stephanie Warden and husband Len; Laura McCollum Wallace and husband Morgan; Steve Horswill; Dave Maulding; Joe Miles; Randy Sandin; Jim Chan; Carol Wood and daughters Ashley and Harley; Paul Reitenbach; Bernard Moore; John Klopfenstein; Johanna Horvath; Robert Ware; Lance King; and Deidre Andrus and children Jaylyn and Jimmy.

The DDES value of TEAMWORK comes to life not only in our commitment to reviewing permit applications as efficiently as possible, but also in service to the local community in which we work.

**For more information on Adopt-A-Road or DDES' participation, please contact Fred White of the DDES Site Development Services Section at 206-296-6783.**

## DDES Code Enforcement partners with council and local community for an improved Ravensdale Trailer Park

Ravensdale Trailer Park has a long code enforcement case history, dating as far back as the 1990s.

Complaints have included building without permits, accumulation of junk and debris, inoperable vehicles, over-populations of animals, and other health and safety concerns.

Notice and Orders have been issued, civil penalties assessed, and abatements conducted. Nevertheless, permanent compliance on this property had not historically been achieved.

The most recent Notice and Order was issued on March 31, 2007. Partial compliance was achieved. However, some civil penalties were still assessed the following May. During this time frame, Code Enforcement Officer Holly Sawin partnered with King County Animal Control to rescue over 15 animals in one mobile unit.

Officer Sawin also partnered with a Community Nurse Consultant from King County's Department of Social and Health Services to relocate occupants of one mobile home who had experienced carbon monoxide poisoning from improper heating techniques.

Determined to find a long-term solution for the residents of Ravensdale Trailer Park and the surrounding community, DDES Code Enforcement proposed an interagency task force to identify issues at the park and possible solutions for permanent compliance. The group was chaired by King County Councilmember Reagan Dunn, who had also received multiple complaints about the site.

Pastor Steve Murray of Real Life Church and Joan Burlingame, a local community advocate, ultimately proposed a clean-up day at Ravensdale Trailer Park. Code Enforcement staff subsequently met with the property owner to discuss what was needed to bring the property into compliance, as well as other physical projects that would improve the park.



Partnering with DDES, church and local community members gathered to clean up Ravensdale Trailer Park on March 28, 2009

Pastor Murray contacted the Tahoma Ministerial Association - a group of local pastors - who in turn asked for volunteers to participate in the clean-up effort. The King County Solid Waste Division provided free vouchers for the disposal of junk and debris at transfer stations. Paint, compost, gravel, and building supplies were also donated by local business leaders and churches.

Despite the fact that March 28, 2009 was a very wet and rainy day, over 100 volunteers from 14 different church groups convened to clean up the park. During the course of that day, close to 10 tons of junk and debris were taken to a King County transfer station.

In addition, a dilapidated outbuilding was cleared of debris and boarded up, fences, stairs and porches were built or repaired, a garden area was filled with compost, mobile homes were pressure washed, gravel was replaced on driveways, gutters and chimney flashing repaired, and some minor landscaping also occurred.

Fresh paint will also be applied to several of the structures once the weather becomes dependably warm.

As a result of this creative approach, Ravensdale Trailer Park was brought into full compliance and some much-needed low income housing was significantly improved.

The Code Enforcement process ended up being a catalyst for bringing multiple organizations and citizens together for the good of a local community, and the property owner and several of the tenants have expressed deep gratitude to all who participated.

DDES is hopeful that ongoing open communication with the park owner will be successful in maintaining permanent compliance.

**For more information on the Ravensdale Trailer Park and this recent clean-up effort, please contact DDES Code Enforcement Supervisor Deidre Andrus at 206-296-6656.**



## The Code Enforcement process

The DDES Code Enforcement section investigates complaints *only* in the unincorporated area of King County.

If the property is located within city limits (Seattle, Issaquah, Kent, etc.), that city must be contacted directly. For links to local cities and towns as well as state agencies, go to <http://your.kingcounty.gov/othlink.htm>.

Complaints can be registered most expeditiously by filling out the online complaint form. Complaints can also be registered by calling the complaint line, faxing, mailing, or e-mailing a written complaint. Provide specific, accurate, and complete information.

Upon receipt of a complaint, DDES Code Enforcement will gather basic property information and assign a case number to the complaint. Complaints are then routed to a specific Code Enforcement Officer for investigation.

Initial contact with a suspected violator generally occurs within 30 days of receiving a complaint, although environmental hazards and other high priority cases are investigated as quickly as possible, usually within 48 hours. This process is discussed in more detail in several new code enforcement brochures, which can be found on the DDES Web site at [www.kingcounty.gov/property/permits/ce.aspx](http://www.kingcounty.gov/property/permits/ce.aspx).

If the property owner is willing to work with the officer, then both parties agree to a compliance schedule.

If the violator is a repeat offender or is unwilling to bring the property into compliance, the officer will issue an order that typically includes civil penalties and the possibility of a lien on the property. The order may be appealed to the Hearing Examiner and scheduled for a public hearing. In

some extreme cases, the Code Enforcement office may abate the violation by hiring a contractor to bring the property into compliance.

Some violations are quick to resolve, while others take more time due to their complexity. Code Enforcement officers work with property owners in an attempt to educate them about the specific code requirements which apply to their property. As can be seen in the article about the Ravensdale Trailer Park (see page 8), Code Enforcement staff work very hard to partner with property owners and local communities whenever possible.

Code Enforcement has nine officers that respond to new complaints, two officers that are working to resolve older cases, and one officer who works with the King County Prosecuting Attorney's Office and contractors on abatements.

Code Enforcement officers do an excellent job managing a demanding workload and reducing backlogs in both new cases opened and cases closed. There is an average of more than 180 active cases with each officer, and case closures are still increasing. In 2007, Code Enforcement closed 966 cases by the end of July; Code Enforcement closed 1,102 cases for the same time period in 2008.

To look up the code enforcement information on a specific parcel:

- Go to <http://info.kingcounty.gov/property/permits/PermitGlance>
- Call DDES Code Enforcement at 206-296-6680 or the Code Enforcement Officer working the case (if known) or
- E-mail [CodeEnforcement.Comments@kingcounty.gov](mailto:CodeEnforcement.Comments@kingcounty.gov).

### Contacting Code Enforcement

|   |  |
|---|--|
| <b>Web site</b>                               | <a href="http://www.kingcounty.gov/property/permits/ce.aspx">www.kingcounty.gov/property/permits/ce.aspx</a>                                     |
| <b>Online Code Enforcement complaint form</b> | <a href="http://www.kingcounty.gov/property/permits/ce/complaints/CEForm.aspx">www.kingcounty.gov/property/permits/ce/complaints/CEForm.aspx</a> |
| <b>Phone</b>                                  | 206-296-6680 for Code Enforcement<br>1-888-437-4771 for after hours, urgent Code Enforcement complaint line                                      |
| <b>TTY</b>                                    | Relay: 711   |
| <b>FAX</b>                                    | 206-296-6604   |
| <b>E-mail</b>                                 | <a href="mailto:WebComplaints.CodeEnforcement@kingcounty.gov">WebComplaints.CodeEnforcement@kingcounty.gov</a>                                   |
| <b>Mailing address</b>                        | Department of Development and Environmental Services (DDES)<br>Code Enforcement<br>900 Oakesdale Avenue SW<br>Renton, WA 98057-5212              |

## New program to ease burden on first-time environmental violators with minor infractions

The DDES code enforcement and permit review processes are well-positioned to address code enforcement cases and permit applications relating to major clearing violations within critical areas and their buffers.

Nevertheless, each year many property owners inadvertently cause minor environmental damage within the critical area buffers on their property.

DDES recognizes that the code enforcement process and associated doubled permit review fees aren't always the most effective or efficient way to address these relatively small infractions.

Consequently, DDES is launching the No-Fault Cooperative Program as a means to partner with these property owners and restore the critical areas on their properties as quickly as possible. **This new program will be effective July 1, 2009.**

An example of a small violation that could qualify for this program is clearing less than 5,000 square feet of vegetation in a wetland buffer.

**For more information on the No-Fault Cooperative Program, please contact Peshia Klein, DDES Critical Areas Section Supervisor, at 206-296-7274.**

### No-Fault Cooperative Program effective July 1, 2009

Through a cooperative agreement between the property owner and DDES, both parties will agree to the following.

The property owner agrees to:

- Implement a DDES-approved restoration plan developed for the property.
- Conduct activities on the property in a manner consistent with the restoration plan and/or best management practices.
- Contact a DDES representative when deviation from the approved plan is required or proposed.
- Perform long-term stewardship of the critical areas on the parcel.

DDES agrees to:

- Assist the property owner in obtaining a clearing and grading permit and/or to prepare a restoration plan to bring the subject property into compliance with King County Code 21A.24 (Critical Areas Code) and King County Code 16.82 (Clearing and Grading Code).
- Further reduce the normal permitting fees in exchange for property owner cooperation throughout the permit process.
- Provide the land owner/occupier with resource information, technical assistance, and other assistance as available to educate them about long-term stewardship of the property.

## Rural Permit Coordinator, Continued

Continued from page 4

Key services the Rural Permit Coordinator offers include:

- Free, walk-in assistance at the DDES Permit Center to rural and agricultural property owners regarding zoning regulations.
- Coordinating with other King County agencies such as Natural Resources and Parks for projects requiring farm, forestry, or rural stewardship plans.
- Coordinating permit applications involving forest management practices or location in a forest zone.
- Intake of particularly large or complicated rural permit applications.

**For more information on services offered to rural permit applicants, please contact DDES Rural Permit Coordinator Fereshteh Dehkordi directly at 206-296-7173.**

## Black River building certification, Continued

Continued from page 1

Metro conducted an employee commuter survey in March. An enhanced commute-trip-reduction program for building occupants is in development and will be rolled out later this year.

Other planned improvements at 900 Oakesdale Ave. S.W. include energy efficient lighting, water efficient plumbing fixture upgrades, sustainable purchasing practices and solid waste management policy improvements.

LEED-EBOM silver certification for DDES headquarters is expected to be achieved by June 2010.

**To learn more about the certification process, visit [www.usgbc.org](http://www.usgbc.org) or contact Denise Thompson, project technician for King County Facilities Management, at 206-296-0552.**

## DDES reactivating energy inspections, Continued

Continued from page 5

- Insulation associated with heating supply air ducts and exhaust fan ducts
- Insulation associated with all water piping exposed to outside air temperatures
- Windows and doors
- Moisture control measures, such as flashing and weather-stripping
- Furnace efficiency (customers should provide manufacturer specification sheet)
- Fans: cfm required, sone ratings, duct sizing
- Air infiltration methods, per VIAQ code, as required in approved plans.

Our inspectors will monitor most of the above during currently scheduled building inspections, including framing and final (occupancy). However, the wall insulation inspection will be an additional stand-alone inspection.

Please request this inspection after the building inspector has given approval to insulate, and after insulating and caulking is done, but before installing drywall.

Please note: This insulation inspection is separate from the fire sprinkler insulation inspection.

Always provide the entire approved plan set with all attachments at all inspections, and provide safe access to all crawl spaces (at framing, insulation and final inspections) and to the attic (at final inspection). Ladders are required to be stable and in good condition.

All building inspections can be requested through DDES' automated inspection request system by dialing 1-888-546-7728, or go online to <http://inspections.kingcounty.gov>. The 3-digit code for specifying insulation is 060. Be sure to have your building permit number when scheduling this inspection.

**For questions or more information, please contact the Building Inspection Section at 206-296-6630.**

## Customer service numbers

### Director's Office

|  |              |
|--|--------------|
| Director                                 |              |
| Stephanie Warden .....                   | 206-296-6700 |
| Deputy Director                          |              |
| Joe Miles .....                          | 206-296-7179 |
| Public Information and Records Officer   |              |
| Paula Adams .....                        | 206-296-6682 |
| Human Resources Service Delivery Manager |              |
| Lance King .....                         | 206-296-6612 |
| Human Resources Manager                  |              |
| Kathy Graves .....                       | 206-296-6725 |

### Administrative Services Division

|                                |              |
|--------------------------------|--------------|
| Finance Management Supervisor  |              |
| Elaine Gregory .....           | 206-296-7139 |
| Information Systems Supervisor |              |
| Tom McBroom .....              | 206-296-6706 |

### Building Services Division

|                                 |              |
|---------------------------------|--------------|
| Division Director               |              |
| Jim Chan .....                  | 206-296-6740 |
| Permit Center Supervisor        |              |
| Jarrold Lewis .....             | 206-296-6713 |
| Building Review                 |              |
| Chris Ricketts .....            | 206-296-6750 |
| Building Inspections Supervisor |              |
| Bernard Moore .....             | 206-296-6762 |
| Code Enforcement Supervisor     |              |
| Deidre Andrus .....             | 206-296-6656 |

### Fire Marshal Division

|                         |              |
|-------------------------|--------------|
| Fire Marshal            |              |
| John Klopfenstein ..... | 206-296-7071 |

### Land Use Services Division

|                                      |              |
|--------------------------------------|--------------|
| Division Director                    |              |
| Randy Sandin .....                   | 206-296-6778 |
| Site Development Services Supervisor |              |
| Doug Dobkins .....                   | 206-296-7087 |
| Engineering Review Supervisor        |              |
| Molly Johnson .....                  | 206-296-7178 |
| Current Planning Supervisor          |              |
| Steve Bottheim .....                 | 206-296-7144 |
| Critical Areas Supervisor            |              |
| Pesha Klein .....                    | 206-296-7274 |
| Land Use Inspections Supervisor      |              |
| Steve Townsend .....                 | 206-296-7204 |

### Customer Service Numbers

|  |              |
|--|--------------|
| DDES customer information line .....   | 206-296-6600 |
| Permit application appointments .....  | 206-296-6797 |
| Code Enforcement .....                 | 206-296-6680 |
| DDES Records Center .....              | 206-296-6696 |
| DDES billing hotline .....             | 206-296-6659 |
| DDES addressing information line ..... | 206-296-6628 |

### King County furlough dates: No services available

Please note that the following dates are scheduled furlough days for county employees for the remainder of 2009. On these days, DDES cannot provide any type of construction or development inspection service.

- |                         |                            |
|-------------------------|----------------------------|
| • Friday, June 19, 2009 | • Monday, Oct. 12, 2009    |
| • Monday, July 6, 2009  | • Wednesday, Nov. 25, 2009 |
| • Friday, Sept. 4, 2009 | • Thursday, Dec. 24, 2009  |



## Ordinance extends approval period for permits and land use actions, Continued

Continued from page 2

### Financial guarantee/performance compliance deadlines

The permit applicant can qualify for an extension if:

1. A written request to extend performance guarantee compliance timelines is filed with DDES.
2. There is compliance with the permit plans and conditions of approval and no hazards exist on the site.
3. The applicant is current on all invoices for work performed by the department.
4. The applicant agrees to complete all of the required work within the time specified or to toll the financial guarantee timeline for the term of this extension.

To request an extension on a [financial guarantee](#) (PDF\*, 123KB), address your written request to:

Steve Townsend, Land Use Inspections Supervisor  
King County DDES  
900 Oakesdale Avenue SW  
Renton, WA 98057

or e-mail: [steve.townsend@kingcounty.gov](mailto:steve.townsend@kingcounty.gov).

**For general information about the ordinance which codified these extensions, please contact Harry Reinert, DDES Special Projects Manager, at 206-296-7132, or e-mail [harry.reinert@kingcounty.gov](mailto:harry.reinert@kingcounty.gov).**

## Fee amnesty program for illegal development sunsets June 30, 2009, Continued

Continued from page 6

King County's permitting process also ensures that structures built in areas susceptible to heavy snows can sustain the specific snow loads outlined by code to prevent collapse.

A more common example of unpermitted activity is a garage illegally converted into living space. In addition to potential structural danger, this can over-burden associated septic systems, leading to failure.

In other instances, property owners have unknowingly purchased property with unpermitted improvements. The permits for such work may be required by financial institutions to process a loan or refinance a property. The county's Permit Fee Amnesty program can help property owners bring their structures or land into compliance to meet those types of requirements.

Property owners who secure retroactive permits through this program must still comply with all provisions of King County development regulations, e.g. clearing and grading, critical areas, building and fire codes, and Health Department regulations for septic and well designs. In rare cases, due to extreme divergence from code or illegal construction, clearing and grading cannot be permitted. Under this scenario, the property owner could be required to restore the site to its previous condition.

DDES staff is available to help property owners avoid or correct these types of issues.

### If you know you have illegal development

Property owners who know that construction has occurred on their property without permits should contact the DDES

Permit Center at 206-296-6600 for help with the permit application process (this is known as "already-built construction" or an ABC permit). Permit Application materials for ABC Permits are available on the DDES Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits). The materials explain the required steps and review process for ABC permits.

Property owners with illegal clearing or grading on their property should contact the DDES Site Development Services section at 206-296-6759.

### If you are unsure if a structure was properly permitted

DDES has a number of resources to help property owners who are unsure if a structure or improvement on newly purchased property has been properly permitted.

First, the DDES Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits) offers a property research tool linked to the King County Assessor's records. Property owners can look at their property description to see if the county's square footage records match what actually exists in the home. This same research tool will also link customers to a permit history on each parcel in unincorporated King County. DDES Records Center staff at 206-296-6696 can also help with this research.

Free technical assistance is also available Monday through Thursday from 7 until 9:30 a.m. in the DDES Permit Center at 900 Oakesdale Ave. SW in Renton.

**As noted above, the DDES Fee Amnesty Program for unpermitted construction and grading will remain in effect through June 30, 2009. For more information, please contact Jarrod Lewis, DDES Permit Center Supervisor, at 206-296-6713, or Paula Adams, DDES Public Information and Records Officer, at 206-296-6682.**

**Alternate formats available:** Call 206-296-6600 or TTY Relay 711